



JOB DESCRIPTION

JOB TITLE: Accounting Technician

DEPARTMENT: Finance

REPORTS TO: Assistant Director of Finance

DATE: May, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: February, 2001

FLSA EXEMPT: No

JOB SUMMARY: Under the general supervision of the Assistant Director of Finance, performs technical and highly detailed work in support of city-wide accounting and payroll functions.

CLASS CHARACTERISTICS: This is a journey level confidential position, requiring well-developed accounting technical skills, accuracy of work product, and knowledge of the payroll and insurance specialty areas. These technical experiences are the required characteristics that distinguish this class from the other accounting office support classes. In addition, this classification is required to perform work of a confidential nature, including research, analysis, and accurate preparation of reports in support of the labor relations functions

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Assistant Director of Finance, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Maintains City payroll records.
2. Inputs payroll data from employee time records.
3. Proofs payroll journals and processing reports.
4. Prints payroll register and prepares check/direct deposits.
5. Prepares retirement system report of payroll deductions and contributions.
6. Prepares payroll tax returns and W-2 forms.
7. Prepares benefit reports and payments to vendors.
8. Maintains employee leave records.
9. Reconciles statements.

10. Researches payroll issues.
11. Designs accounting related forms and transmittals.
12. Prepares information for use by City Management during employee bargaining unit negotiations.
13. Provides employee pay and benefit data for preparation of annual budget.
14. Ensures compliance with Memorandum of Understanding, resolutions, state, and federal regulations.
15. May provide training and assistance to other accounting support staff.
16. Perform a variety of office support duties such as maintaining files, typing checks and correspondence, processing mail, separating checks, assisting with cashiering functions, and other job related functions as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Equivalent to graduation from high school. Some college level accounting or bookkeeping course work is desired.
2. Three years of increasingly responsible experience in the preparation and maintenance of accounting, payroll or financial records.

Knowledge of:

1. Bookkeeping and general and municipal accounting principles and procedures.
2. Record keeping requirements and rules and regulations related to the employee payroll process.
3. Personnel and payroll reporting requirements of various state and federal agencies and insurance and financial firms.
4. Standard office practices and procedures, including filing and the operation of standard office equipment.
5. Basic business data processing principles as applied to financial record keeping.

Skill in:

1. Interpreting and applying complex policies and procedures to bookkeeping and financial record keeping activities.
2. Compiling and reconciling numerical and statistical data.
3. Processing varied payroll, receivables, payables, and other accounting and financial data efficiently and effectively.
4. Use of common office software including Microsoft Office and applicable specialized finance software applications. Establishing and maintaining appropriate control records and files.
5. Maintaining, interpreting, verifying and reconciling accounting records and reports.
6. Making accurate and rapid mathematic calculations.

7. Inputting and retrieving data accurately using a computer and typing with sufficient speed and accuracy to complete forms and prepare correspondence.
8. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Use initiative and sound independent judgment within established guidelines.
2. Develop and maintain effective working relationships with those contacted in the course of the work.
3. Prioritize work; coordinate several activities, and follow-up as required.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. Noise level in the work environment is usually moderate.